

**Audit Supervisor - Medicaid Fraud Division**  
**Office of the State Comptroller**

**Description:**

The Medicaid Fraud Division (MFD) of the Office of the State Comptroller (OSC) detects and uncovers misconduct, abuse and waste of funds expended by New Jersey's Medicaid program. The Audit Supervisor will be responsible for supervising several audit teams and/or individual auditors conducting audits of participants in New Jersey's Medicaid program. The Audit Manager will also oversee the planning, editing and preparation of audit reports, and participate in formal and informal conferences and/or hearings with staff, attorneys and Medicaid program participants concerning audits performed. The Audit Manager will work collaboratively with the MFD Manager of Fiscal Integrity and the Director of the MFD to carry out the initiatives of the MFD.

**Responsibilities:**

- Supervise several audit teams and/or individual auditors and provide guidance in order to complete audits and issue timely reports.
- Monitor the ongoing progress of the audit staff during field work.
- Coordinate the audit process (e.g., risk assessments, audit planning and review), ensure appropriate distribution of assignments and workflow, and assist with report writing.
- Assist staff in identifying control weaknesses and develop recommendations to address those weaknesses.
- Review financial and performance audits performed by external/internal auditors to identify weaknesses in controls.
- Review the audit letters, planning memos and draft reports to ensure accuracy, adherence to relevant audit plans, and compliance with industry and office standards.
- Conduct opening and exit conferences.
- Participate in the development of formal training programs and provide on the job professional development for audit staff.
- Provide input into the development and maintenance of the Quality Control process.

**Requirements:**

- Working knowledge of Generally Accepted Accounting Principles.
- Ability to lead teams in the conduct of performance audits.
- Ability to work in a collaborative environment.
- Excellent written and verbal communication skills.
- Windows XP, Microsoft Office, email, spreadsheet, word processing, and database software.
- Bachelor or graduate degree in Accounting.
- CPA, other designations, or advanced degree a plus.

Experience: 5-8 years

Travel: 10%

Location: Trenton

Salary: \$71,878 - \$100,638

Interested Candidates should submit a letter of application, resume, and the names of at least three (3) references to:

Elissa Westbrook Smith  
Chief of Staff  
Office of the State Comptroller  
P.O. Box 024  
Trenton, NJ 08625  
Email: comptroller.staff@osc.nj.gov

**NOTE:**

Residency Requirements - Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," all new public employees are required to obtain principal residence in the State of New Jersey within one (1) year of employment.